

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

September 18, 2015

1:00 p.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director and Mr. Donald Hundt, invited guest.

The meeting was called to order at 1:02 p.m. by the Chairman.

ELECTION OF OFFICERS

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to re-elect the current slate of officers to their positions. Motion approved unanimously.

MINUTES

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the minutes of the August 19, 2015 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms. Fields reported on a tenant who recently moved out of Holinko Estates. She emailed Ms. Fields stating how much she and her family had enjoyed living at Holinko and thanked everyone for the "great service" and for "being such good managers."

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the August bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the July Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the June Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy stated that the next meeting is not until the end of the month.

General Reports

Mr. Eddy suggested that Ms. Fields talk with the maintenance staff regarding the employment of the chain across the maintenance driveway again to keep non-employees out of the maintenance driveway as non-employees continue to drive back to the garage area and park.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Resident Rent Increase Meetings and Resolution

Ms. Fields reported that no one attended the rent increase meetings on September 17, 2014. No written objections or phone calls with objections were received by the Housing Authority.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield to increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property,

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:

The Base Rent at Holinko Estates will be increased, effective May 1, 2016, as follows:

- a. Two Bedroom Flats from \$575 to \$580 per month.*
- b. Two Bedroom Townhouse from \$605 to \$610 per month.*
- c. Three Bedroom Flats from \$640 to \$645 per month.*
- d. Three Bedroom Townhouse from \$670 to \$675 per month.*
- e. Four Bedroom Townhouse from \$740 to \$745 per month.*

The Base Rent at Wright's Village will be increased, effective January 1, 2016, as follows:

- a. Small One Bedroom from \$305 to \$315 per month.*
- b. Large One Bedroom from \$315 to \$325 per month.*

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the above Resolution. Motion approved unanimously.

Evaluations/Budgets/PILOT

Ms. Fields provided the Board members with her evaluation of the Team's progress for 2014-2015 and a summary review of each Team member. Ms. Fields also reported that there were no comments from the tenant meetings (no one attend either meeting), and she received no written, emailed or phone/voice mail comments regarding the proposed rent increases.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the budgets for Holinko Estates, Wright's Village, and Section 8 as presented. Motion approved unanimously.

Ms. Fields reported that funds for the PILOT for moderate income properties, which includes Holinko Estates, were removed from the State budget. Mr. Vardar, CHFA Asset Manager, asked Ms. Fields how the loss of the PILOT would be handled in the 2016 Budget. She told him that if the decision is not reversed, the new expense would reduce the amount placed in reserves this year and going forward the Board would have to consider a long term solution, negotiated with the Town, which would probably include a rent increase to cover the new expense.

Tenant Commissioner

Ms. Fields spoke with Mr. Donald Hundt prior to this meeting. He stated he would be very interested in joining the Commission. A letter will be sent to the Town Council recommending Mr. Hundt as the replacement for Mr. Eddy as Tenant Commissioner. Mr. Eddy would remain on the Commission and fill the position vacated by Ms. Ward.

Mr. Long's term will expire on October 31, 2015. Ms. Fields suggested that he be recommended to Town Council for another term. A letter will be sent to the Town Council to make the renewing member recommendation.

Pet Policy

Due to time constraints, the discussion will be continued at the next meeting.

NEW BUSINESS

2016 PHA Plan

Ms. Fields provided the required PHA documents for the Chairman to sign.

Section 8 Administration Plan – 4-III.C Selection Methods (Preferences)

Ms. Fields, in preparation for opening the waiting list, requested that the Board approve an additional sentence be added to the preference given when a family has been terminated from this Housing Authority due to insufficient funding. Ms. Fields wants to eliminate this preference on the Preliminary Application only when the Housing Authority knows that it has not terminated families due to insufficient funding. When the waiting list was opened in 2013 some applicants misunderstood this preference and answered "yes" when in fact they had not been terminated from our program due to insufficient funding.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to add the language as modified. Motion approved unanimously.

Section 8 Fair Market Rents (FMR) for Ashford and Chaplin

HUD has posted the proposed Fair Market Rents and Ashford and Chaplin have gone down again for the second year in a row, with the exception of the Efficiency. Ms. Fields recommended that the Board vote to retain the 2015 FMR for Ashford and Chaplin for all bedroom sizes that are reduced by HUD for 2016.

Mr. Simonsen requested that Ms. Fields determine the number of current Ashford and Chaplin vouchers in use and the estimated cost of leaving the 2015 FMR in place and how the current participants would be affected if the new FMR was used.

MEETING DATE REVIEW

The October meeting is changed to October 15, 2015 at 9:30 a.m.

OTHER BUSINESS**Construction of Gazebo at Wrights Village**

A motion was made by Mr. Simonsen and seconded by Ms. Hall to add the construction of the Gazebo at Wrights Village to the agenda. Motion approved unanimously.

The requested funding for the gazebo was not approved in the Town's budget this year. Mr. Simonson proposed that we move forward and build it with reserve funds.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to determine the total cost and move forward with building it as soon as possible if it can be done within the approved cost of \$6,000. Motion approved unanimously.

ADJOURNMENT

The Chairman declared the meeting adjourned at 3:00 p.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman